

Request for City Council Committee Action

Date: May 13, 2002

To: Ways and Means/Budget Committee

Referral:

Prepared or Submitted by: Susanne Griffin, Director of Elections
673-2073

Subject: Lease renewal for Voting Equipment Warehouse

Presenter in Committee: Susanne Griffin



Recommendations:

Authorize the proper city officers to enter into a lease agreement with Mid-City Plaza Partnership for the Voting Equipment Warehouse at 771 Harding Street N.E. at a cost of \$3.95 per square foot or \$1,846.62 a month for the period of July 1, 2002 to June 30, 2007, with an option to extend the lease an additional two years, in one-year increments. An additional approximate amount of \$2,022.30 per month for operating expenses and taxes makes the total monthly lease payment \$3,868.92 (total annual estimated cost is \$46,427.04), to be paid from 0100-264-2643.

Financial Impact (Check those that apply)
<input checked="" type="checkbox"/> No financial impact (If checked, go directly to Background/Supporting Information)
<input type="checkbox"/> Action requires an appropriation increase to the Capital Budget
<input type="checkbox"/> Action requires an appropriation increase to the Operating Budget
<input type="checkbox"/> Action provides increased revenue for appropriation increase
<input type="checkbox"/> Action requires use of contingency or reserves
<input type="checkbox"/> Other financial impact (Explain):
<input type="checkbox"/> Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information:

In 1997 the Elections and Voter Registration Office negotiated a lease with Mid-City Industrial Plaza for warehouse space at 771 Harding St. N.E. to house the voting equipment and election supplies operation. The lease term was from July 1, 1997 to June 30, 2000 with two, one-year options to renew the lease. The second one-year option to renew at the base rent of \$3.95 per square foot or \$1,846.62 per month (plus operating expenses and taxes) expires on June 30, 2002. Staff has negotiated a new five-year lease at the same base rent of \$3.95 per square foot (plus operating expenses and taxes), with a 90-day cancellation clause.

Discussions with Public Works have occurred regarding the development of the Public Works Primary Service Node 2 - Hiawatha Campus, to determine whether the Voting Equipment Warehouse would fit into that facility. In 2000, staff submitted a functional plan to Public Works for a voting equipment warehouse, although no funding has been identified. Since those discussions, the prospects of completion of Public Works Primary Service Node 2 have diminished significantly due to loss of funding.